

**ADDENDUM #3 NOTE: SEE CHANGE ON QUESTIONS & ANSWERS (ANSWERS #3)**

**ADDENDUM #2 NOTE: SEE CHANGES ON SECTIONS 2.7.2, 2.9, 3.7 ATTACHMENT A PRICING PAGE AND ADDITIONAL QUESTIONS & ANSWERS**

**ADDENDUM #1 NOTE: SEE CHANGE ON THE BID OPENING DATE**

The Maricopa County FTP site is <ftp://ftp.maricopa.gov/Get.From.Maricopa/Special.Downloads/>



## NOTICE OF SOLICITATION

**SERIAL 05128-RFP**

**REQUEST FOR PROPOSAL FOR: AERIAL IMAGING SERVICES NIGP 90505/90510**

Notice is hereby given sealed proposals will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M. M.S.T. on ~~September 28~~ **October 12, 2005** for the furnishing of the following for Maricopa County Proposals will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All Proposals must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 05128-RFP REQUEST FOR PROPOSAL FOR AERIAL IMAGING SERVICES."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this request for Proposals must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

**ALL ADMINISTRATIVE INFORMATION CONCERNING THIS REQUEST FOR PROPOSAL AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED A <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.**

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER

**DIRECT ALL SOLICITATION INQUIRIES TO:**

Dave LaFond  
PROCUREMENT CONSULTANT  
TELEPHONE: (602) 506-3248  
E-MAIL: [lafondd@mail.maricopa.gov](mailto:lafondd@mail.maricopa.gov)

**THERE WILL BE A MANDATORY PRE-PROPOSAL CONFERENCE ON SEPTEMBER 7, 2005 AT 9:00 A.M., MST, AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 W. LINCOLN ST., PHOENIX, AZ 85003**

**NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:**

**<http://www.maricopa.gov/materials/advbd/advbd.asp>**

**VENDORS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WITH THEIR BID**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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(to be provided at Mandatory Pre-Proposal Conference)

**NO RESPONSE**

Respondents not responding to this Request For Proposals are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

**MARK OUTSIDE ENVELOPE "SERIAL 05128-RFP"**

Responses must be received **BY 2:00 P.M., ~~September 28~~ October 12, 2005**. Respondents failing to submit a proposal, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

**SERIAL: 05128-RFP**

**TITLE: Aerial Imaging Services**

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CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

REASON FOR NO PROPOSAL:

\_\_\_\_\_ Insufficient time

\_\_\_\_\_ Do not handle product/service

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **IMPORTANT**

### **PLEASE READ BEFORE SUBMITTING YOUR PROPOSAL**

#### **M/WSBE CONTRACT PARTICIPATION**

A M/WSBE goal has not been established for Minority/Women-Owned Small Business Enterprises (M/WSBE) for this Request for Proposals.

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

**REQUEST FOR PROPOSALS FOR: AERIAL IMAGING SERVICES**

**1.0 INTENT:**

The Maricopa County Flood District (District) intends to award a contract for Aerial Imaging Services. The services / products provided by the Contractor will include aerial photography, orthorectified digital, imagery from annual aerial photography for the Phoenix metropolitan area and aerial photography for Maricopa County (Complete) every three years. In addition, other Aerial Imaging related services may be required and will not be limited to flying, imagery acquisition, photo lab services, film scanning, aerotriangulation, semi-rectification, volumes calculations, GIS consulting, GIS application development, plotting, mounting, black and white or color scanning, database development and management. Other state, city and local sub-political governmental entities are authorized to purchase services / products under this Contract.

**2.0 SCOPE OF WORK:**

**2.1 AREA COVERAGE:**

- 2.1.1 Years One and Three of the Contract will cover a forecasted 4,500 square miles. This area will have a photo scale of 1:19200 for production of color digital orthophotography with 1-foot pixel resolution. The County may, request as an option, that an area, that may vary from 100 square miles to approximately 1,000 square miles be flown at a photo scale of between 1:7200 and 1:9600 for production of digital orthophotography with 6-inch pixel resolution.
- 2.1.2 Year Two will cover a forecasted total of 8,000 square miles of Maricopa County as shown in Exhibit 3. This area will have a photo scale of 1:19200 for production of color digital orthophotography with 1-foot pixel resolution. The County may request an option that an area that might vary from 100 square miles to approximately 1,000 square miles be flown at a photo scale of between 1:7200 and 1:9600 for production of digital orthophotography with 6-inch pixel resolution.
- 2.1.3 All acquisition of aerial photography will be performed only on clear, cloudless days at a time that will minimize excessive glare or shadow, or, at other periods authorized in writing by the District. Film used should be of a quality that will provide the required resolution and is conducive to magnification.

**2.2 PHOTO DATES:**

- 2.2.1 For Years One, Two and Three, all aerial photography should be taken on or near December 1st, but no later than January 15th of the following calendar year.
- 2.2.2 When weather conditions prohibit aerial photography on scheduled dates, the Contractor shall request in writing, that the District provide an extension for completion of the scheduled services.

**2.3 DATA RESTRICTIONS:**

- 2.3.1 No restriction on data distribution. The District may sell or redistribute the data with no restrictions. The Contractor may also sell or redistribute the data with no restrictions.
- 2.3.2 The ownership of negatives will remain with the Contractor, through the term of this Contract, including any option years. However, the District reserves the right to obtain copies of certain aerial photographs upon request.

**2.4 SCHEDULE FOR DELIVERY:**

For Years One and Three, all work shall be completed within 90 calendar days. The calendar days count from the notice to proceed of the first flight date. For Year Two, all work shall be completed within 120 calendar days. As tiles are completed, they will be delivered to the District.

**2.5 TECHNICAL SPECIFICATIONS:**

The following technical specifications illustrate the specifications by which the District has been operating and accepting digital aerial photography to date. They are to be used as a guideline of what is acceptable to the District in generating the final product. The quality of the final product must be comparable to Exhibit 3\*. Alternative methods that yield similar results are acceptable. Documentation and samples of the results from alternative methodologies shall be submitted to the District for review and approval prior to performing aerial imaging services.

\* **NOTE:** Exhibit 3 is a printed photo at a scale of 1"=50' or 1:600 in a 300 dpi color laser printer. (Sample photos will be provided to attendees of the Mandatory Pre-Proposal Conference.)

**2.5.1 Photo Scale**

A photo scale of 1:19200 is to be used for the 1-foot pixel tiles. For the optional 6-inch pixel area, a photo scale of between 1:7200 and 1:9600 shall be used. Proposed photo scale shall be clearly identified on the cost proposal. All photography shall be in color. All photogrammetric processes, products and resultant by-products shall conform to the American Society of Photogrammetry and Remote sensing (ASPRS), "ASPRS Accuracy Standards for Large Scaled Maps" (ASPRS 1990) Class I standards specifications.

**2.5.2 Photogrammetric Scanning**

Scanning of the aerial negatives shall be accomplished using a precision, "pass-through"-type photogrammetric scanner. Scanning of second-generation products (diapositives or contact prints) shall not be permitted. A minimum resolution of 2032 DPI (12.5 microns) shall be used for all scanning. The County specifically forbids resampling of imagery to a resolution finer than that achieved by the scanning device.

**2.5.3 Equipment**

Photography shall be acquired with a precision metric camera (Zeiss RMK TOP15, Leica RC30 or equivalent, equipped with a 6-inch focal-length lens, forward motion compensation and gyro stabilized mount. Minimum AWAR shall be 100. The camera shall have a calibration report current within 3 years. Contractor may also propose use of a photogrammetric quality digital aerial image sensor (Z/I Imaging DMC, Leica ADS-40, etc.) for imagery acquisition. Photo scales may be adjusted as necessary to compensate for the different focal lengths of these systems.

**2.6 LABELING and TITLING:**

**2.6.1 The CD naming convention should be:**

2.6.1.1 All CD's will be labeled with the file names contained on the CD, the photo date, and scale.

**2.6.2 The file naming convention should be:**

2.6.2.1 Each image will be precisely 5000 x 5000 pixels (feet), with the center of each tile corresponding to an even 5000 increment of the Northing and Easting. To determine the file name, the Easting and the Northing will be divided by 1000. The file name will be a concatenation of the resulting digits from the operation,

having easting first followed by the northing. Thus, a tile centered on NAD83 coordinates 325000 1030000 would have a file name 3251030.tif and would have mapextents of 322500, 1027500, 327500 and 1032500.

2.7 RECTIFICATION:

2.7.1 Digital orthophotography shall be produced using digital terrain models (provided by the County), control data (County GDACS Network), camera calibration data and the raw raster imagery scanned from the aerial negatives as input. The rectification process shall involve solution of the appropriate photogrammetric equations for each pixel in the output image. Solution of photogrammetric equations at anchor points only and warping the content of the original image between anchor points (rubber-sheeting) shall not be permitted. The County does not expect the Contractor to provide a comprehensive update of the DTM, however, the Contractor shall make minor enhancements as necessary to prevent unsightly smearing or distortions in the orthoimagery. Contractor shall be responsible for georeferencing all orthophoto tiles and providing TFW/SDW world header files. We expect to achieve horizontal accuracy of  $\pm 5$  feet.

2.7.2 The images will be trimmed to cover a ~~1 mile by 1 mile area~~ **5000-foot x 5000-foot area**. The data will extend to the edge of the image to allow for clean aerial mosaics. All adjacent tiles and all join areas within tiles should edge match.

2.8 TONE MATCHING:

Adjacent images will be tone and contrast matched to give the appearance of a continuous page. At a minimum, each image will be joined with all adjacent images to form a complete township. Entire townships will be color balanced together so that each township shares common histogram characteristics. Localized adjustments of brightness values will be done to reduce tonal differences between join areas.

2.9 DIGITAL DELIVERABLES FORMAT:

Images will be saved as tiff files with corresponding TFW files for geo-referencing and ready to be displayed on the District's Arc/Info system. ~~In addition to the tif format, images should be delivered in MrSid format from LizardTech. The MrSid images will be done for the original images, 5' re-sampled images, 20' re-sampled images and 50' re-sampled images. All images will be delivered on CDs. The 20' re-sampled images shall be delivered as entire townships.~~

2.10 ACCEPTANCE:

All aerial photographs which do not meet the quality of accuracy or specifications will be rejected by the District and will be returned to the Contractor at which time the Contractor shall have 30 days to provide the District with satisfactory replacements.

2.11 TAX:

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

2.12 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

2.13 QUALIFICATIONS

Respondents must have successfully completed at least two (2) aerial imagery projects similar in size and quality requirements to this Contract within the past three (3) years.

3.0 **SPECIAL TERMS and CONDITIONS:**

3.1 **CONTRACT LENGTH:**

The initial term of this Contract shall be three (3) years.

3.2 **OPTION TO RENEW CONTRACT:**

The County may, at its option, and with the approval of the Contractor, renew the term of this Contract up to a maximum of three (3), one (1) year terms. The Contractor will be notified in writing by the Materials Management Department of the County's intention to renew the Contract term at least thirty (30) calendar days before the expiration of the current Contract term.

3.3 **PRICE ADJUSTMENTS:**

Prices shall remain as bid for the initial term of this Contract. Any Contractor-requested price adjustment(s) must be submitted within thirty (30) days before the Contract's Anniversary date. Any requested price adjustment shall be fully documented to indicate reason or cause for the request. The Procurement Officer will analyze the request and compare it against market prices and the Consumer Price Index. If the County and the Contractor agree to a price adjustment, it shall be affected through a written contract amendment.

3.4 **INDEMNIFICATION AND INSURANCE:**

3.4.1 **Indemnification**

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.4.2 **Abrogation of Arizona Revised Statutes Section 34-226**

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from Contractor's work or services. Contractor's duty to defend, indemnify and hold harmless, County, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of Contractor, anyone Contractor directly or indirectly employs or anyone for whose acts Contractor may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including County.

The scope of this indemnification does not extend to the sole negligence of County.

3.4.3 **Insurance Requirements**

Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State.

of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect County.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

3.4.3.1 Commercial General Liability. Contractor shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for Contractor's operations and products.

3.4.3.2 Automobile Liability. Contractor shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to Contractor's vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

3.4.3.3 Workers' Compensation. Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

In case any work is subcontracted, Contractor will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of Contractor.

#### 3.4.4 **Certificates of Insurance**

3.4.4.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

3.4.5 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of this Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

#### 3.4.6 **Cancellation and Expiration Notice**

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.5 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

3.6 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

3.7 SCHEDULE OF EVENTS:

Request for Proposals Issued: August 18, 2005

**(NOTE:** Questions **will not** be addressed prior to the Pre-Proposal Conference. All questions must be submitted to Dave LaFond at [lafonddd@maricopa.gov](mailto:lafonddd@maricopa.gov) and be received by 2:00 P.M., MST, September 12, 2005. All questions and answers will be posted to [www.maricopa.gov](http://www.maricopa.gov) with the original solicitation.

Mandatory Pre-Proposal Conference: September 7, 2005

Deadline for written questions: September 12, 2005

**Deadline for submission of proposals: ~~September 28~~ October 12, 2005.**

All proposals must be received before **2:00 P.M.** on the above date at the Maricopa County Materials Management Department, 320 West Lincoln Street, Phoenix, AZ 85003.

Proposed review/evaluation of Proposals: October 6, 2005

Proposed Respondent presentations (if required): October 17, 2005

Proposed selection and negotiation: October 25, 2005

Proposed Best & Final (if required): October 27, 2005

Proposed award of Proposal: November 16, 2005

All responses to this Request for Proposals become the property of Maricopa County and (other than pricing) will be held confidential, to the extent permissible by law. The County will not be held accountable if material from proposal responses is obtained without the written consent of the Respondent by parties other than the county.

3.4 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

Maricopa County  
Materials Management Department  
Attn: Dave LaFond  
Telephone: 602.506.3248  
E-mail: [lafonddd@mail.maricopa.gov](mailto:lafonddd@mail.maricopa.gov)  
320 West Lincoln Street  
Phoenix, Arizona 85003

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.9 INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:

Respondents are to provide one (1) original hard copy (labeled "ORIGINAL") and five (5) copies of their proposal, plus two (2) electronic copies on CD's. **Respondents are to address proposals identified with return address, serial number and title in the following manner:**

**Maricopa County Department of Materials Management  
320 W. Lincoln St.  
Phoenix, AZ 85003**

**SERIAL 05128-RFP, AERIAL IMAGING SERVICES**

**The owner, corporate official or partner who has been authorized to make such commitments must sign proposals.** All prices shall be held firm for a period of one hundred twenty (120) days after the RFP closing date.

3.10 EXCEPTIONS TO THE SOLICITATION:

The Respondent shall identify and list all exceptions taken to all sections of this Solicitation, SERIAL 05128-RFP and list these exceptions referencing the Section (paragraph) where the exception exists and identify the exceptions and the proposed wording for the Respondent's exception. The Respondent will also list these exceptions in the Best and Final Proposal under the heading, "Exception to the PROPOSAL, Solicitation, SERIAL 05128-RFP." **Exceptions that surface elsewhere and that do not also appear under the heading, "Exception to the PROPOSAL Solicitation, SERIAL 05128-RFP," shall be considered invalid and void and of no contractual significance.**

The County reserves the right to reject, render the proposal non-responsive, enter into negotiation on any of the Respondent exceptions, or accept them outright.

3.11 GENERAL CONTENT OF PROPOSAL:

The Proposal submitted should be specific and complete in every detail. It should be practical and should be prepared simply and economically, providing a straightforward, concise delineation of capabilities to satisfactorily perform the Contract being sought.

The Respondent should not necessarily limit the proposal to the performance of the services in accordance with this document but should outline any additional services and their costs if the Respondent deems them necessary to accomplish the program.

3.12 SAMPLE IMAGERY:

Contractor shall include in its proposal, a sample of an image that meets the specifications described in Section 2.0, above and will be used as a guideline for the quality of the work. The area for the sample imagery is: Township 5N Range 7E sections 29-30-31-32. (Rio Verde Area). The sample imagery will correspond to the 1:19,200 photoscale.

3.13 FORMAT AND CONTENT OF PROPOSAL:

To aid in the evaluation, it is desired that all proposals follow the same general format. The proposals are to be submitted in binders and have sections tabbed as below:

3.13.1 Letter of Transmittal (Exhibit 2)

3.13.2 Table of Contents

3.13.3 Short introduction and summary – This section shall contain an outline of the general approach utilized in the proposal.

3.13.4 Proposal – This section shall contain the proposed plan of operations or methodology, including conclusions and generalized recommendations. Proposals must be all-inclusive, detailing a best offer. Additional related services should be incorporated into the proposal, if applicable.

3.13.4.1 Descriptions of photogrammetric scanner and precision metric camera to be employed.

3.13.5 Qualifications – This section shall describe the Respondent’s ability and experience related to the programs and services described in this Request for Proposals. All project personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of professional experience, and an estimate of the time each would devote to this program, and other pertinent information.

3.13.6 Proposal exceptions

3.13.7 A sample of an image that meets the specifications described in Section 3.13, above to be used as a guideline for the quality of the Respondent’s work. The area for the sample imagery is: Township 5N Range 7E sections 29-30-31-32. (Rio Verde Area)

3.13.8 Pricing (Attachment “A”)

3.13.9 Agreement (Attachment “B”)

3.13.10 References (Attachment “C”)

**3.14 EVALUATION OF PROPOSAL – SELECTION FACTORS:**

A Proposal Analysis Committee shall be appointed, chaired by the Materials Management Department, to evaluate each Proposal and prepare a scoring of each Proposal to the responses as solicited in the original request. At the County’s option, proposing firms may be invited to make presentations to the Evaluation Committee. Best and Final Offers and/or Negotiations may be conducted, as needed, with the highest rated Respondent(s). Proposals will be evaluated on the following criteria that are listed in **descending** order of importance.

3.14.1 Respondent’s Qualifications, Experience and Respondent’s-provided sample imagery.

3.14.2 Plan of Operations / Methodology to perform the services.

3.14.3 Cost of services and/or materials.

**3.15 POST AWARD MEETING:**

The successful Contractor(s) shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Consultant of this Contract.

**NOTE: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSALS.**

**ATTACHMENT "A"**  
**PRICING**

**SERIAL: 05128-RFP**

**COMMODITY CODE(S): S072205/B0602625 NIGP 90505/90510**

VENDOR NAME:

VENDOR NUMBER:

VENDOR ADDRESS:

VENDOR PHONE NUMBER:

VENDOR FAX NUMBER:

VENDOR WEB SITE:

VENDOR REPRESENTATIVE:

VENDOR REPRESENTATIVE's EMAIL:

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA E-MAIL: ☐ YES ☐ NO

ACCEPT PROCUREMENT CARD FOR PAYMENT: ☐ YES ☐ NO

REBATE (cash or credit) FOR USING PROCUREMENT CARD: \_\_\_\_\_ %  
(Payment will be made within 48 hours using Procurement Card)

OTHER GOVERNMENT ENTITIES MAY USE THIS CONTRACT: ☐ YES ☐ NO

INTERNET ORDERING CAPABILITY: ☐ YES ☐ NO

PAYMENT TERMS: VENDOR IS REQUIRED TO CHOOSE ONE OF THE FOLLOWING. TERMS WILL BE CONSIDERED IN DETERMINING LOW BID. FAILURE TO CHOOSE PAYMENT TERMS WILL RESULT IN A DEFAULT TO 'NET 30 DAYS'. VENDOR MUST CHOOSE FROM SELECTIONS BELOW.

NET 10 DAYS	<input type="checkbox"/>	NET 90 DAYS	<input type="checkbox"/>
NET 15 DAYS	<input type="checkbox"/>	2% 10 DAYS NET 30	<input type="checkbox"/>
NET 20 DAYS	<input type="checkbox"/>	1% 10 DAYS NET 30	<input type="checkbox"/>
NET 30 DAYS	<input type="checkbox"/>	2% 30 DAYS NET 31	<input type="checkbox"/>
NET 45 DAYS	<input type="checkbox"/>	5% 30 DAYS NET 31	<input type="checkbox"/>
NET 60 DAYS	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

INDICATE THE PERCENTAGE OF SBE/MBE/WBE PARTICIPATION, IF ANY: \_\_\_\_\_ %

IN ACCORDANCE WITH SECTION 3.9, ALL PRICING SHALL BE SUBMITTED ON A 'CD' FORMATTED IN EXCEL '97. BIDS/OFFERS WILL NOT BE ACCEPTED WITHOUT THE ACCOMPANYING 'CD'. BIDS/OFFERS NOT CONTAINING THE REQUIRED 'CD' WILL BE CONSIDERED AS NON-RESPONSIVE AND WILL THEREFORE, NOT BE CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

**NOTE: Do not include sales/use tax in your pricing for services. The percentage of sales/use tax applicable to this Contract will be listed on each purchase order and will be allowed at time of payment.**

# ATTACHMENT "A"

## PRICING

ITEM NUMBER	ITEM DESCRIPTION	UNIT	UNIT PRICE
<b>1.0</b>	<b>AERIAL PHOTOGRAPHY OPTIONS</b>		
<b>1.1</b>	Option One: Color Orthophotography Photo Scale 1:19200 1-foot pixel	SQ MILE	\$ _____
<b>1.2</b>	Option Two: Color Orthophotography Photo Scale 1:7200 6-inch pixel	SQ MILE	\$ _____
<b>1.3</b>	Option Three: Color Orthophotography Photo Scale 1:9600 6-inch pixel	SQ MILE	\$ _____
<b>2.0</b>	<del>SCANNING IN COLOR</del>		
<del>2.1</del>	<del>150—1,000 DPI</del>	<del>PER SCAN</del>	<del>\$ _____</del>
<del>2.2</del>	<del>1,001—1,500 DPI</del>	<del>PER SCAN</del>	<del>\$ _____</del>
<del>2.3</del>	<del>1,501—2,000 DPI</del>	<del>PER SCAN</del>	<del>\$ _____</del>
<del>2.4</del>	<del>2,001—3,000 DPI</del>	<del>PER SCAN</del>	<del>\$ _____</del>
<b>3.0</b>	<del>SCANNING IN BLACK AND WHITE</del>		
<del>3.1</del>	<del>150—1,000 DPI</del>	<del>PER SCAN</del>	<del>\$ _____</del>
<del>3.2</del>	<del>1,001—1,500 DPI</del>	<del>PER SCAN</del>	<del>\$ _____</del>
<del>3.3</del>	<del>1,501—2,000 DPI</del>	<del>PER SCAN</del>	<del>\$ _____</del>
<del>3.4</del>	<del>2,001—3,000 DPI</del>	<del>PER SCAN</del>	<del>\$ _____</del>
<b>4.0</b>	<b>AERIAL PHOTOGRAPHY (ASSESSOR SPECIFIC)</b>		
<b>4.1</b>	Printed Aerial Photo, 1" = 400' 33" X 30"	EACH	\$ _____
<b>4.2</b>	Printed Aerial Photo, 1" = 600' 24" X 20"	EACH	\$ _____
<b>4.3</b>	Printed Aerial Photo, 1" = 1,200' 24" X 20"	EACH	\$ _____
<b>5.0</b>	PLEASE PROVIDE ANY ADDITIONAL SERVICE(S) PRICING AND VOLUME or QUANTITY DISCOUNT PRICING BELOW.		

**NOTE:** Do not include sales/use tax in your pricing for services. The percentage of sales/use tax applicable to this Contract will be listed on each purchase order and will be allowed at time of payment.

ATTACHMENT "B"

AGREEMENT

The Respondents hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

**BY SIGNING THIS AGREEMENT THE SUBMITTING FIRMS CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT RFP CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.**

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE)  
 \_\_\_\_\_ Women-Owned Business Enterprise (WBE)  
 \_\_\_\_\_ Minority Business Enterprise (MBE)  
 \_\_\_\_\_ Small Business Enterprise (SBE)

\_\_\_\_\_  
 FIRM SUBMITTING PROPOSAL

\_\_\_\_\_  
 FEDERAL TAX ID NUMBER

\_\_\_\_\_  
 PRINTED NAME AND TITLE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 TELEPHONE

\_\_\_\_\_  
 FAX #

\_\_\_\_\_  
 CITY STATE ZIP

\_\_\_\_\_  
 DATE

WEB SITE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**MARICOPA COUNTY, ARIZONA**

BY: \_\_\_\_\_  
 DIRECTOR, MATERIALS MANAGEMENT

\_\_\_\_\_  
 DATE

BY: \_\_\_\_\_  
 CHAIRMAN, BOARD OF SUPERVISORS

\_\_\_\_\_  
 DATE

**ATTESTED:**

\_\_\_\_\_  
 CLERK OF THE BOARD

\_\_\_\_\_  
 DATE

**APPROVED AS TO FORM:**

\_\_\_\_\_  
 MARICOPA COUNTY ATTORNEY

\_\_\_\_\_  
 DATE

**ATTACHMENT "C"**  
**CONTRACTOR REFERENCES**

**FIRM SUBMITTING PROPOSAL:** \_\_\_\_\_

NOTE: References should be governmental entities.

1. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
  
2. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
  
3. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
  
4. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
  
5. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

## EXHIBIT 1

### VENDOR REGISTRATION PROCEDURES

**On-line Vendor Registration at Maricopa County is available NOW!**

**On November 22, 2004, Maricopa County changed its vendor registration process.** Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

**Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.**

**Procurement vendors:** Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at [VendorReg@mail.maricopa.gov](mailto:VendorReg@mail.maricopa.gov).

## EXHIBIT 2

### SAMPLE LETTER OF TRANSMITTAL

(To be typed on the letterhead of Offeror)

Maricopa County  
Department of Materials Management  
320 West Lincoln,  
Phoenix, Arizona 85003

Re: Request for Proposals 05128-RFP

To Whom It May Concern:

(NAME OF COMPANY) (herein referred to as the "Offeror"), hereby submits its response to your Request for Proposal dated \_\_\_\_\_, and agrees to perform as proposed in their proposal, if awarded the contract. The Offeror shall thereupon be contractually obligated to carry out its responsibilities respecting the services proposed.

Kindly advise this in writing on or before \_\_\_\_\_ if you should desire to accept this proposal.

Very truly yours,

\_\_\_\_\_  
NAME (please print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE (please print)

### **EXHIBIT 3**

**PRINTED PHOTO at a scale of 1"=50' or 1:600 in a 300 dpi color laser printer.  
(to be provided at Mandatory Pre-Proposal Conference)**

**05128-RFP  
Aerial Imaging Services  
Pre-proposal Conference Questions**

1.     **QUESTION**     **Will the County provide ground control panels and data for the sample orthophotography area, or do vendors need to provide that?**  
  
          ANSWER       Contractor shall provide the panels
2.     **QUESTION**     **If the County is providing ground control panels and data for the sample orthophotography area, when will the panels be in place?**  
  
          ANSWER       Panels will be the Contractor's responsibility; the County will not place the panels.
3.     **QUESTION**     **Will offshore (e.g. Canada or Mexico) production be permitted on this project?**  
  
          ANSWER       Offshore production will be permitted on this project.
4.     **QUESTION**     **Is there a requirement for the vendor to have on board and perform services under the direct supervision of an Arizona Registered Land Surveyor?**  
  
          ANSWER       An Arizona Registered Land Surveyor shall seal the DVD's. (There is a sample of a DVD with the seal on the FTP site)
5.     **QUESTION**     **Can the County provide shapefiles of the proposed project boundaries, as best they are known right now?**  
  
          ANSWER       Yes, they are located on the FTP site.
6.     **QUESTION**     **The County is requesting the use of the existing elevation model previously compiled under another contract. Could the County provide intelligence (Meta-data) about this elevation model to be provided?**  
  
          ANSWER       There is a file on the FTP site containing the metadata on the DTM.
  - A.     **QUESTION**     **When was it initially produced and then subsequently updated?**  
  
          ANSWER       The initial DTM was collected circa December 2000. Annual updates have been performed since, the last being circa December 2004.
  - B.     **QUESTION**     **What was the flight height or negative scale from which it was produced?**  
  
          ANSWER       Photo scale: 1"=2000' (1:24000)
  - C.     **QUESTION**     **Can the County describe the accuracy of the elevation model?**  
  
          ANSWER       Field checked by Maricopa County using 304 survey points, tested to 2.244 feet RMS (4.399 feet at 95% confidence (vertical))
  - D.     **QUESTION**     **What format is the DTM to be provided?**  
  
          ANSWER       AutoCAD dwg files; Microstation dgn files; ArcInfo generate files; A sample of each format has been posted to the FTP site.
  - E.     **QUESTION**     **Is it tiled and if so, what is the tile size?**  
  
          ANSWER       It is tiled. 15000 feet x 15000 feet.

7. **QUESTION** Does the vendor have to complete a new collection of imagery for this area, or can pre-existing examples be used?
- ANSWER All vendors should collect new data for the sample area.
8. **QUESTION** Will the County be looking at both accuracy and esthetics quality of the imagery sample?
- ANSWER Yes. Sample image will be used for QC throughout the project.
9. **QUESTION** Along with the DEM and ground control for the sample area, will the County provide the existing full resolution imagery of the sample area as well?
- ANSWER Yes. Existing imagery will be provided to the selected firm.
10. **QUESTION** Who will be responsible to provide ground control on areas of flight that fall outside the existing GDACS network?
- ANSWER So far, the available existing GDACS points have been sufficient to complete the work. If additional points are required, the work will need to be coordinated with the Maricopa County Department of Transportation's Survey Branch, who will be responsible for adding a point or two to the control if necessary.
11. **QUESTION.** Does the County intend to restrict the range of dates within which the sample imagery needs to be flown?
- ANSWER The dates should be anytime after the pre-proposal conference and before the deadline for submitting proposals.
12. **QUESTION** Section 2.6.2.1 states that each image will be precisely 5000 x 5000 feet in dimension (butt joint) while Section 2.7.2 says images will be trimmed 1 mile x 1 mile (5280' x 5280'). Which one should prevail?
- ANSWER 5000 X 5000 FEET. The reference to 1 mile x 1 mile is an error.
13. **QUESTION** For the 20 foot re-sampled images that will be delivered as entire townships per Section 2.9, do you want the individual 5000' x 5000' tiles mosaiced together as townships? Do you want to assign the township name as the filename?
- ANSWER Resampling is no longer required.
14. **QUESTION** Section 2.1.1 states that years one and three will cover a forecasted 4,500 square miles. Has the geographic area of coverage been defined?
- ANSWER The general area has been defined. Shape files are located on the FTP site.
15. **QUESTION** Section 1.0 references additional related services and purchasing by other agencies. What is the Contract vehicle structure for this Contract: Firm Fixed-Price? Negotiated Fee? Level of Effort? How do other agencies participate with regard to the Contract structure?
- ANSWER The Contract will be a Firm, Fixed-Price Contract. If another agency requests services not precisely described in the Contract, the Contractor may negotiate rates for those requested services. Other agencies have no involvement in the construction of the Contract. If they choose to order services, they must do so under the established terms and conditions.

16. **QUESTION** **Is this a professional services Contract? (Section 2.5 makes references to ASPRS Accuracy Standards.)**
- ANSWER No. The contract will be a non-personal services contract, notwithstanding the ASPRS requirements.
17. **QUESTION** **Section 2.7.1 of the Scope refers to expectations for horizontal accuracy of +/- 5 feet. Is the Contractor expected to adhere to this accuracy based on the use of the existing County DEM? What is the expected level of effort for the Contractor to validate the existing DEM?**
- ANSWER Yes. No new DTM will be created. Only updates to the DTM are necessary in areas that have changed.
18. **QUESTION** **Does the +/- 5-foot specification override the ASPRS Class 1 specification in the RFP?**
- ANSWER The +/-5 foot specification overrides the ASPRS Class I specification.
19. **QUESTION** **Does the 5-foot specification cover both 6-inch and 12-inch imagery?**
- ANSWER Yes. There will be no new DTM created.
20. **QUESTION** **Delivery of orthophotography for this project will require GPS ground control (at a minimum – ground support for Airborne GPS.) Is the cost of ground control surveys part of the per square mile unit price as shown for Items 1.1 through 1.3 of Attachment “A”, Pricing?**
- ANSWER Yes. All costs shall be reflected as part of the per square mile unit price.
21. **QUESTION** **Will the County supply existing control, DEM and orthophotography data for the purpose of preparing the sample orthophotography?**
- ANSWER The supporting DTM and existing orthophotography has been posted to the County FTP site.
22. **QUESTION** **Section 3.5 (PROCUREMENT CARD ORDERING CAPABILITY) Please define your procurement card technology. Will other agencies be required to use the procurement card method for purchases?**
- ANSWER The County’s Procurement Card is through GE MasterCard and is used just as any personal credit card for payments. Agencies are NOT required to use the Procurement Card for ordering or payment. It is offered as an optional payment method for ordering and payment.
23. **QUESTION** **Section 3.6 (INTERNET ORDERING CAPABILITY). Is the intent to place orders via a web portal or direct mail to the Contractor?**
- ANSWER Ordering will be by written purchase order. The County intends to place one purchase order for the entire County project upon award of the contract.
24. **QUESTION** **What are the County’s metadata requirements for the imagery and any associated shapefiles/feature classes?**
- ANSWER The County requires a text file that will supply FGDC standard metadata. The file does not have to be formatted according to FGDC standards, but must contain all pertinent information.

25.    **QUESTION**       **Will the County accept the Jpeg2000 format for imagery?**
- ANSWER       No. All deliverables must be tif images. MrSid is the compression deliverable format.
26.    **QUESTION**       **Is there an FTP site where we can download shapefiles for the aerial imagery extents, and the control and DTM for the sample site?**
- ANSWER       The FTP site is: <ftp://ftp.maricopa.gov/Get.From.Maricopa/Special.Downloads/>
27.    **QUESTION**       **Would you please clarify the accuracy requirements for both the 1.0-foot and 1.5-foot resolution ortho rectified imagery. The solicitation references both APSRS Class 1 specifications as well as a +/- 5-foot specification.**
- ANSWER       Both, the 1.0-foot and the 0.5-foot imagery will have the +/- 5-foot accuracy.
28.    **QUESTION**       **For the printed aerial photos, what media is anticipated (e.g. photographic quality paper, Mylar, etc.)?**
- ANSWER       Final deliverables are to be digital data only. No printed aerials.